

National Aeronautics and  
Space Administration  
**John F. Kennedy Space Center**  
Kennedy Space Center, FL 32899



**NOV 23 2005**

Reply to Attn of:

**OP**

**TO:** Distribution

**FROM:** OP/Director, Procurement Office

**SUBJECT:** Adjustment to KSC's Purchase Card Limitations

In accordance with Procurement Information Circular (PIC) 03-20, each Center is required to do periodic reviews of approved purchasing limits for technical cardholders and to make adjustments as necessary. As a result, the following specific limitations are hereby established for cardholders whose monthly transactions typically exceed the standard KSC monthly limit of \$10,000:

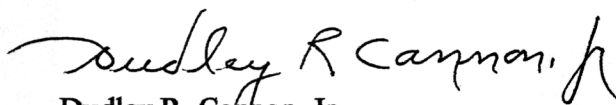
1. Single Purchase Limit shall not exceed \$2500.
2. See the attachment for the monthly cumulative dollar purchase limit established with the Bank for your account.
3. Fiscal Year purchases are limited to amount provided to you by your Directorate's Business and Resource Management Office.

The monthly cumulative dollar purchase limits were established based on the maximum monthly KSC technical purchasing levels made during FY 2005. In the event that your requirements increase beyond the established monthly limit, the Center Purchase Card Coordinator can grant a temporary increase upon written request from your supervisor or approving official.

You are cautioned that making expenditures in excess of these established limits without authorization will result in termination of your use of the Purchase Card and possible other penalties. Splitting of a requirement to fall within the \$2500 limit is also prohibited.

In addition, the Cardholder may be held personally liable for unauthorized purchases, which may result in restitution or disciplinary action.

If you have any questions concerning your delegated authority, please contact the KSC Purchase Card Coordinator, Tiffany N. Lackey at 867-2767.

  
Dudley R. Cannon, Jr.

2 Enclosures

1. Briefing Note
2. Cardholder Spreadsheet

Distribution:

BA-C/C. Hinds  
IT-C/W. Dearing  
IT-C/J. Doumoulin  
IT-C/T. Stokes  
IT-C/T. Strobush  
IT-D/M. Seay  
IT-D/J. Travis  
YA-C/T. Lawhorn  
YA-D/C. Getter  
YA-D/L. Wellington  
YA-F/P. Dickey  
YA-F/D. Jackson

**BRIEFING NOTE**

November 15, 2005

**TO:** KSC Purchase Cardholders and Approving Officials

**SUBJECT:** Purchase Card Limitations

The current KSC purchase card delegation letter signed on April 19, 2005, by Cheryl Hurst for Dudley Cannon, established a monthly purchase limitation of \$10,000.

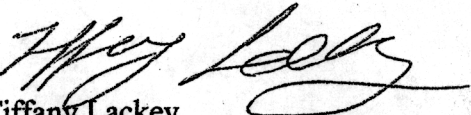
The letter authorized the Center Coordinator to grant a cardholder temporary approval to exceed the established limitation during peak purchasing periods.

During the recent FY05 purchase card audit the purchase levels for all KSC cardholders were reviewed in order to comply with recommendations included in PIC 03-20.

This review revealed that a few KSC cardholders routinely have monthly requirements that exceed the \$10,000 standard monthly limitation.

The purpose of this adjustment is to increase the monthly limitations of those specific KSC cardholders only (see attached list).

The standard KSC monthly limit of \$10,000 will remain in place for all other cardholders.

  
Tiffany Lackey  
KSC Purchase Card Coordinator

<b>Cardholder Name</b>	<b>Monthly Limit</b>
Dearing, William	\$20,000
Dickey, Perry	\$15,000
Dumoulin, James	\$15,000
Getter, Cassandra	\$15,000
Hinds, Chris	\$200,000
Jackson, Dionne	\$15,000
Lawhorn, Teresa	\$15,000
Seay, Michael	\$15,000
Stokes, Taya	\$15,000
Strobush, Teresa	\$20,000
Travis, Joshua	\$70,000
Wellington, Lisa	\$15,000
All Other Cardholders	\$10,000